

Job Summary and Person Specification

Job Title: Cook
Rate: £12.75 per hour
Accountable to: Chef Manager

Job Purpose – Cook

As a Cook you will cook traditional and light meals under the direction of the Chef Manager. Ensure the prompt and efficient preparation of all meals and maintain the cleanliness and hygiene of the kitchen.

Duties and Responsibilities – Cook

- To prepare, as directed by the Chef Manager, the required number of food products, following specified menus.
- To ensure portion control and nutritional standards are met.
- To prepare cooking ingredients.
- To cook food, ensuring all meals are ready on time.
- To maintain food at the correct temperature.
- To produce a range of food to ensure different dietary and allergy requirements are met.
- To serve food following specified portion control guidelines and special dietary requirements.
- To assist in maintaining a clean, attractive and well-stocked Service Counter throughout the service period.
- To positively encourage customers to try a variety of food and seek feedback from pupils/teachers on products and service.
- To operate tills/vending machines/cashless card systems where necessary, following strict guidelines.
- To prepare food for ad-hoc functions during evenings, weekends or school holidays.
- To help prepare hot and cold buffets for in-house and external functions.
- To ensure kitchen equipment is used, cleaned and maintained correctly.
To report equipment repairs and maintenance needs to the Chef Manager or Deputy Catering Manager.
- To ensure all food is served with the correct tools and is well presented.
- To operate all heavy equipment according to Health & Safety guidelines.
- To assist with washing up all eating utensils and equipment, sterilising where required, following set guidelines.
- To complete cleaning duties, following daily and weekly rotas, to ensure Health & Safety standards are maintained.
- To put away daily/weekly/fortnightly deliveries, ensuring correct stock rotation and quality control guidelines.
- To receive deliveries, when directed by the Chef Manager or Deputy Catering Manager, carrying out quantity, temperature and quality checks.
- Responsible for cleanliness, stock levels and stocktaking.
- To ensure that food safety and hygiene standards are maintained in the kitchen at all times.
- To ensure health and safety and hygiene procedures are followed, e.g. temperature probing and recording, checking 'use-by' dates.
- To ensure thorough and up-to-date knowledge of the Health & Safety procedures.
- To comply with Cams Hill School directives regarding Personal Protective Equipment, e.g. footwear, uniform and personal hygiene.

- To assist the Chef Manager or Deputy Catering Manager with the day-to-day support and supervision of kitchen staff.
- To promote teamwork to ensure efficient operation of the catering service.
- To project a willing and helpful attitude to customers.

The job description will be reviewed when appropriate and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of Cams Hill School in relation to the postholder's professional responsibilities and duties.

General

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to and promote the overall ethos/work/aims of the school
- Ensure that all information of a confidential nature gained in the course of duty is not divulged
- Ensure the security of the school and those within it is always maintained
- Adhere to all Cams Hill School and The Gateway Trust policies and procedures within the defined timescales
- Understand and support the implementation of Cams Hill School's Health & Safety Policy and Emergency and Fire procedures, promoting safe working practice in the school

Person Specification

Essential Qualifications	Not Applicable
Essential Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Excellent cooking and food preparation skills. • Knowledge of H&S in relation to working in a kitchen and with food. • Ability to work as part of a team in stressful situations; maintain composure and sense of humour in the face of heavy workload and constant interruptions. • Ability to use own initiative to improve areas of practice. • Be flexible, calm, positive, enthusiastic and professional. • Be caring towards pupils and display a commitment to safeguarding.
Desirable Knowledge, Skills or experience	<ul style="list-style-type: none"> • Catering qualification • Previous experience of working in a secondary school kitchen

Additional Information

The Gateway Trust is committed to safeguarding young people and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

This post is subject to an Enhanced Disclosure and Barring Service Check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance will need to be sought.

This document is a guide to the current role and person requirements of this post. Reasonable changes may be made to the specific requirements of the job from time to time following consultation with the postholder.